



Folder	Reports in Folder	What the Report Shows	How to Use the Report
<b>Personnel Administrators</b>  available to those with HR Personnel Administrator security based on ORG assignments	29 Hour Rule Violations	Non-benefits-eligible employees in one timesheet org who have worked more than 29 hours.	Use to monitor for violations of the 29-hour limit for non-benefits-eligible employees.
	9-10 Month Faculty Overload Jobs	9-10 month faculty with overload jobs, total salary, and overload salaries.	Use as needed.
	Active Benefit Employees without a CA Address	Employees missing a campus box #.	<b>Review quarterly and notify employee to use eServices/VCU Self Service to update his/her campus box #.</b>
	Active Employees with Work Auth Expiration LT 120 Days	Employees with work authorizations that expire within 120 days.	<b>Review every pay period for work authorization expiring within six months.</b> <ul style="list-style-type: none"> <li>• <b>Notify employee to renew work authorization 90 days prior to expiration date.</b></li> <li>• <b>Reverify Form I-9 in HireRight prior to work authorization expiration.</b></li> <li>• <b>Fax work authorization documents to ImageNow.</b></li> <li>• <b>If documents are not renewed timely, employee must stop working until renewal occurs.</b> <ul style="list-style-type: none"> <li>◦ <b>Use ePAF to terminate employment or paper PAF to place employee on leave of absence.</b></li> </ul> </li> </ul>
	Adjunct Contract Processing	All adjunct jobs (both active and inactive) an employee has had at VCU.	Review as needed to identify and assist with processing the renewal of adjunct jobs via ePAF and generation of adjunct contracts.
	Administrative Levels	Current administrative levels for review and update.	<b>Review quarterly and during contract renewal periods to ensure levels are accurate.</b>
	Affiliates in Banner	Individuals affiliated with, but not employed by, your department.	<b>Review quarterly to:</b> <ul style="list-style-type: none"> <li>• <b>Ensure active affiliates are listed and add others as needed.</b></li> <li>• <b>Terminate individuals when their affiliation ends.</b></li> </ul>
	Banner ORG Assignments	Home department ORGs assigned to PA.	Review periodically for accuracy.
	Contractors List	Active affiliates who have contractor status.	Use as needed to supplement review of Affiliates with contractor status.
	Departmental Staff with HR Access	Who has PA, LD, TK, Inquiry and Super PA access to specific ORGs.	<b>Review quarterly to ensure appropriate users have access.</b>
Employee and Emergency Contact List	Employees' email address, campus box #, work location, home address and phone number.	Use as needed.	
Employee Count – Ethnicity	Counts by ethnicity.	Use as needed.	
Employee Count – Full or Part Time	Counts by full and part-time status.	Use as needed.	
Employee Count – Gender	Counts by gender.	Use as needed.	
Employee Email	Employee email addresses.	Use as needed.	

**Note:** Review of shaded entries is required as indicated in each box. Non-shaded entries are informational.

Folder	Reports in Folder	What the Report Shows	How to Use the Report
Personnel Administrators (cont'd.)	Employee Home Address	Employee home addresses.	Use as needed.
	Employee List	Employees with status, eclass, title, salary and position #.	Use as needed.
	Employee List by Labor Distribution	Employees in an ORG.	Use as needed to review employees who are charged to the department.
	Employee Mailing	Employee work box #s.	Use as needed.
	Employee Phone Listing	Employee work phone #s.	Use as needed.
	Employee Position Information (SOC Code Report)	Employees in a particular Organization (ORG), Role Code, SOC Code, and/or EEO Code; for reviewing internal alignment issues for classified pay practice changes, determining order of layoff, and other reasons; also EEO codes, which are useful when posting vacancies to determine if additional recruitment and selection efforts are needed because of underutilization.	Use as needed.
	Employees by Timesheet ORG	Employees assigned to timesheet ORGs; current annual salary data.	<b>Review each pay period to verify employees are correctly assigned and should be paid.</b>
	Employees Who Separated Employment	Employees who have separated employment within a given timeframe.	Use as needed.
	ePAF Termination Report	TERME and TERMJ ePAFs created based on status.	<b>Review each pay period prior to payroll processing to ensure that all necessary TERM ePAFs have been completed.</b>  <b>Work with timekeeper to fax or email final timesheet to HR Operations via ImageNow.</b>
	Faculty Contract Prep Master Report	Current job information for active faculty.	Use as needed to merge the data in the report into the templates provided by the Provost's Office to assist with generating annual contracts for faculty.
Faculty Tenure, Rank and Working Title	Tenure eligibility, tenure dates, rank and working title.	<b>Review at least semi-annually for accuracy. Notify Super PA of corrections.</b>	
Faculty Termination with Rank	Terminated faculty within a given date range.	Use as needed.	
Future Job Terminations	Employees with future job end dates.	<b>Review monthly to avoid employee pay ending inappropriately. Update visa information with new Form I-9 or send PAF to correct the job end date.</b>	

Folder	Reports in Folder	What the Report Shows	How to Use the Report
<b>Personnel Administrators</b> (cont'd.)	HR Organization User Listing with Role Assignments	List of name, eID, and HR role for users with HR Banner access in a Home org or Timesheet org.	Use as needed.
	Individual Employee Transcript	Individual training transcripts for employees by eID or V-ID.	Use as needed.
	Ineligible Student Workers	Student workers who are currently not enrolled, or enrolled less than half-time, with the University.	<b>Review each semester to determine if eclasses are correct.</b>
	Job Separations by Date Range	Employees who have separated their job within a given time frame.	Use as needed.
	Leave Balances	Employees' current leave balances.	Use as needed.
	Management of 29 Hours	Hours worked by non-benefits-eligible employees between May 1 and April 30. (Includes projected hours based on contracts for non-wage jobs.)	Use to monitor department employees approaching the limit of allowable hours for non-benefits-eligible employees, an average of 29 hours per week over the period from May 1 to April 30th.
	Management of 29 Hours – Individual Audit	Hours worked by a non-benefits-eligible employee between May 1 and April 30. (Includes projected hours based on contracts for non-wage jobs.)	Use to monitor when an individual employee is approaching the limit of allowable hours for non-benefits-eligible employees, an average of 29 hours per week over the period from May 1 to April 30th.
	Master Work Study List	Current work-study employees and remaining funding.	<b>Review monthly to monitor work-study funding availability for active work-study students.</b>
	Missing Evaluations	Employees without current evaluation ratings on file.	Use each October to determine outstanding evaluations.
	New Hires Report	Recent hires within a date range.	Use as needed.
	OT Compensation – Hours (Primary Jobs Only)	Overtime payment calculations as a percentage of primary salary.	<b>Review quarterly. HR will request justification for percentages of 25% or greater.</b>
	Probation Report	Employees whose probationary periods have not yet expired.	<b>Review monthly to determine if any employee's probationary period is expiring and if any employment action needs to be taken.</b>
	Recognition Leave and Pay Earned	Total monetary and leave recognition earned by an employee during a fiscal year.	Use as needed.
	Retirement Plan for Active Employees	Employees by ORG and their retirement plan and option.	Use as needed.
Revised Wage Hours Worked YTD	Hours each employee has worked from the beginning of his/her wage determination date.	<b>Review each pay period. Take proactive steps to avoid violation of the 29-hour limit.</b>	

Folder	Reports in Folder	What the Report Shows	How to Use the Report
<b>Personnel Administrators</b> (cont'd.)	Special Rates for Classified and Faculty	Faculty and classified with special rate not included in annual salary, but separate on Default Earnings (SPF or SPC).	Review <b>each pay period</b> to ensure proper compensation and tracking of special rate.
	Special Rates for Faculty – Secondary Job	Faculty whose special rates are established as second jobs in Banner; amount of special rate, begin/end dates.	Review <b>each pay period</b> to ensure proper compensation and tracking of special rate.
	Supervisor Maintenance	Current supervisors for all employees in department.	Use as needed.
	Termination of Inactive Employees Report	Employees with no recent pay activity who need to be terminated. [Note: If Last Pay Date is blank, the employee has not been paid in Banner.]	Review <b>each pay period</b> and terminate inactive employees using ePAF.
	Terrorism Training – Department Specific Listing	Full-time faculty and classified staff who have/have not completed the one-time, state-mandated VA Terrorism and Security Awareness (TSA) Orientation. [Note: new full-time faculty and classified staff have 90 days from their date of hire to complete the training.]	Review <b>periodically</b> to monitor your department's completion of this state-mandated training directive.
	Vacant Position List by Home ORG	Vacant position numbers; previous incumbents and final salary.	Use as needed for position management.
	VCU EEs Providing Health Care	Active VCU employees who provide patient care.	Use as needed.
	Wage Hours Worked – Individual Audit	Individual employee wage hours worked for wage year as defined by employee's wage determination date.	Use as needed.
	WFP – Employee Distribution by Age with Leadership Data	Employees grouped by age and leadership designations, if applicable.	Workforce and succession planning tool to identify employees who are approaching retirement eligibility and if they are in key leadership positions.
	WFP – Retirement Eligible Employees (Detail)	Details on each employee who is eligible for retirement.	Workforce planning tool to identify employees who are eligible for full, reduced and ORP retirement benefits.
	WFP – Retirement Eligible Employees (Summary)	Data on department as a whole.	Workforce planning tool to identify employees who are eligible for full, reduced and ORP retirement benefits.
	WFP – Years of Service	Employees grouped by years of service.	Workforce planning tool to identify employees who may be approaching retirement eligibility.
	Wireless Device Allowances	Current wireless device and wireless monthly allowances for all employees.	Use as needed.
Wireless Device Expenses	Wireless device expenses (one-time and monthly) for a calendar year, by ORG.	Use as needed.	

Folder	Reports in Folder	What the Report Shows	How to Use the Report
<b>Timekeepers</b>  available to those with HR Timekeeper security based on timekeeping ORG assignments	Employees by Timesheet ORG	Employees assigned to timesheet ORGs; current annual salary data.	Review periodically to ensure employees are correctly assigned and should be paid.
	Employees Who Separated Employment	Employees who have separated employment within a given time frame.	Use as needed to ensure final timesheet is submitted to HR for all benefited employees.
	ePAF Termination Report	TERME and TERMJ ePAFs created based on status.	<b>Review each pay period prior to payroll processing and work with personnel administrator to ensure that all necessary TERM ePAFs have been completed.</b>  <b>Fax or email final timesheet to HR Ops via ImageNow.</b>
	Family Sick Leave Usage (FSK)	FSK balances used to date by employees.	<b>Review after each payroll to determine if the employee has used more than 48 hours to date and that VSDP employees have not used FSK.</b>
	Job Separations By Date Range	Employees who have separated from their job within a given time frame.	Use as needed.
	Leave Usage – Hours Worked Reconciliation Summary	Employee leave balances per pay period.	<b>Run each pay period and provide a copy with back-up documentation to department certifying Officer to ensure correct usage and accruals have occurred.</b>
	New Hires Report	Recent hires within a date range.	Use as needed.
	Supervisor Maintenance	Current supervisors for all employees in department.	Use as needed.
Wage Hours Worked – Individual Audit	Individual employee wage hours worked for wage year as defined by employee's wage determination date.	Use as needed.	

Folder	Reports in Folder	What the Report Shows	How to Use the Report
<b>Labor Distribution</b>  available to those with HR Labor Distribution or Personnel Administrator security based on ORG assignments	9-10 Month Faculty Overload Jobs	9-10 month faculty with overload jobs, total salary, and overload salaries.	Use as needed.
	Duplicated Lines of Distribution	Employees who have two or more lines of labor distribution to the same FOAPAL.	Review periodically so that duplicate lines can be consolidated.
	Employee List	Employees with status, eclass, title, salary and position number.	Use as needed.
	Employee List by Labor Distribution	Employees in an ORG.	Use as needed to review employees who are charged to the department.
	Employee Type and Account Code Mismatch	Active jobs with incorrect account code on job labor distribution.	Use as needed.
	Employees by Timesheet ORG	Employees assigned to timesheet ORGs; current annual salary data.	Review periodically to ensure employees are correctly assigned and should be paid.
	Monthly Payroll to Finance Reconciliation*	All transactions processed via Payroll to Finance for a given posting period.	<b>Review at least one of these reports monthly to reconcile salary dollars.</b>
	Monthly Payroll to Finance Reconciliation (Access Import)	All transactions processed via Payroll to Finance for a given posting period.	<b>The Access report is easily importable into departmental databases.</b>
	OT Compensation – Hours (Primary Jobs Only)	Number of overtime hours worked during a date range.	Use as needed to monitor excessive overtime.
	Payroll Transactions Summary by Pay Period*	Payroll summary earnings and fringe data from a variety of forms.	Use as needed to support reconciliation of salary dollars.
	Payroll Transactions with Detail Earn Codes*	Payroll detail from the NHIDIST form.	Use as needed to support reconciliation of salary dollars.
	Salary and Fringe Encumbrance	Salary and fringe encumbrance details for all employees in an MBU.	Use as needed.
	Split-funded Employees	Complete labor distribution funding for selected employee.	Use as needed to support reconciliation of salary dollars (especially for grant-funded employees) even if only one part of the labor distribution funding belongs to your department.
	Wireless Device Allowances	Current wireless device and wireless monthly allowances for all employees.	Use as needed.
Wireless Device Expenses	Wireless device expenses (one-time and monthly) for a calendar year, by ORG.	Use as needed.	

\*Access to the *Monthly Payroll to Finance Reconciliation*, *Payroll Transactions with Detail Earn Codes* and *Payroll Transactions Summary by Pay Period* is based on Finance security, not HR security, to ensure the broadest access by individuals with fiscal administration responsibilities.